

PURPOSE

The Michigan Department of Health and Human Services (MDHHS) has made the investment to train all members of its workforce on health equity and systemic racism, as a systems approach to reduce implicit bias, discrimination, and disparate outcomes within all structures of the department. To achieve this, MDHHS has made a commitment to utilize an equity approach which allows us to design policies, practices, and strategies that result in fair and equitable opportunities for everyone.

MDHHS works to establish diverse, equitable and inclusive solicitation practices using the CM-4603, MDHHS Request for Proposal (RFP) Equity Impact Assessment, which is designed to do the following:

- Support specific needs of the community.
- Reduce and/or eliminate negative outcomes for populations most underserved and marginalized.
- Remove barriers for small and minority-owned vendors and/or contractors who are willing and performance ready to meet the procurement needs of the department.

To accomplish this, MDHHS must evaluate the impacts of the MDHHS RFP process on underserved communities and marginalized populations through an equity framework that requires department wide accountability.

DEFINITIONS

CM-4603, MDHHS Request for Proposal (RFP) Equity Impact Assessment

An equity assessment to establish a streamlined process for program managers (for example, contract and grant administrators) to assess the MDHHS RFP process to enable MDHHS to achieve the long-term and short-term outcomes outlined in the [MDHHS Diversity, Equity and Inclusion Plan](#).

Diversity

The range of human differences, abilities, experiences, and perspectives.

Equity

Fair and just treatment, access and opportunities for all people while building better outcomes for historically and currently disadvantaged populations.

Inclusion

A culture that fosters diversity, equity, support, and respect within every facet of organizational services and activities.

Intersectionality

Examines and acknowledges the ways that combined social identities involve unique and compounding impacts of discrimination (i.e., being Black and a woman), which cannot be fully understood through a singular analytical lens, such as only race or only gender.

Marginalized Populations

Communities that experience discrimination and exclusion because of unequal power relationships across economic, political, social, and cultural dimensions. The subjugation and marginalization of specific groups of people such as: girls and women, Black, Indigenous and people of color (BIPOC), immigrants, religious minorities, people in poverty, Lesbian, Gay, Bisexual, Transgender, Questioning and Intersex (LGBTQI) people, and many more.

RFP Equity Impact Assessment Training

A mandated training for all MDHHS workforce (as defined below) to increase awareness and knowledge regarding how contracts and grants awarded by the department can reduce disparate impacts in marginalized populations.

Systemic Inequities

Unequal outcomes resulting from characteristics built into a system that produce inequality based on race, sex, gender, ability, age, and other factors. Systemic inequities are revealed through a systems analysis of root causes such as social determinants and institutional policies and practices, which may or may not involve individual bias.

Underserved Communities

Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, including procurement and contracting opportunities.

*Source: Section 2 of Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government. A list of underserved communities is also provided. MDHHS is using underserved synonymously with underrepresented.

Workforce

In this policy, workforce refers to civil service and contracted staff of MDHHS which include:

- Program Managers responsible for the creation of procurement or grant solicitations for direct services.
- All state employees, who directly and/or indirectly oversee staff who are responsible for the creation of procurement or grant solicitations for direct services.

POLICY

All MDHHS workforce, defined in this policy, must complete the following on-line training each fiscal year.

RFP Equity Impact Assessment Training

- Current workforce must complete on-line training modules by the end of each fiscal year, starting October 2022.
- For additional mandatory DEI training information; [see APR-500](#).
- State workforce with access to the State of Michigan (SOM) network access training through the Learning Center link on the MDHHS intranet from [Work/Work-Related Training](#).
- Other contractors/users not connected to the SOM network will access the training at <https://courses.mihealth.org/MDHHS> and enter the user ID and password they created when the first accessed the learning management service.

Equity and Community Impact Metrics:

- Total contracts/grants awarded.
- Three percent, or more, of contracts/grants awarded to underserved communities and marginalized populations (for example registered minority-owned, women-owned, veteran-owned, and other small businesses)
- Percentage of contracts/grants that served underserved communities and marginalized communities.

Financial Impact Metrics:

- Total funds allocated per fiscal year.
- Percentage allocation of funds awarded to underserved communities and marginalized populations.

Organizational Investment and Effectiveness Metrics:

- Total staff trained.
- Total hours trained.
- Total CM-4603, RFP Equity Impact Assessments, completed.

The Office of Racial Equity, Diversity, and Inclusion (REDI)

- Compile data from RFP Equity Impact Assessment and prepare and submit an aggregated report to MDHHS director for submission to the governor's office.
- Host and conduct maintenance of online trainings, as per this policy.
- Develop online and in-person training module/s.
- Monitor, track, and report geographic and equitable distribution of policy adherence data.
- Utilize workforce feedback to update training content, as needed.
- Publish policy compliance results each fiscal year starting with 2022.
- Report required metric goals by October 31st for the prior fiscal year, indicated above in the metrics under *Equity and*

Community Impact, Financial Impact and Organizational Investment and Effectiveness.

Note: The first report will be released in 2023 for fiscal year 2022.

The DEI Training and Professional Development Action Team

- Implement department-wide training policy as an action team initiative.
- Communicate training requirements to all MDHHS workforce members, including administrators, directors, executives, managers, and supervisors.
- Collaborate with REDI to develop online and in-person training module/s.
- Provide and maintain a repository of approved trainings and self-study options to further growth and learning on the [DEI website](#).

Bureau Directors

- Communicate training requirement to all bureau workforce.
- Report list of directors/supervisors/managers who have not taken the online RFP Equity Impact Assessment training to the Office of REDI and the DEI Council no later than October 31st of the fiscal year, effective 2022-2023.

Supervisors

- Report annual list of workforce who have not completed the Introduction to RFP Equity Impact Assessment online training to the REDI, Bureau and Division directors.
- Communicate the training requirement to direct reports.
- Require current workforce to complete RFP Equity Impact Assessment online trainings annually by September 30th.
- Ensure and verify that workforce has completed the required online RFP Equity Impact Assessment training annually by September 30th.

- Include completion of the required online RFP Equity Impact Assessment training for the prior fiscal year in employee performance plans and document status of completion in the employee's performance annual evaluation.
- Report list of workforce members who have not complied with the training policy to their bureau director on an annual basis.
- Report prior fiscal year-end metrics to bureau director no later than October 31st of the fiscal year.

Program Managers

All program managers, defined in this policy, must complete and submit the following forms for each solicitation.

- CM-4603, MDHHS Request for Proposal (RFP) Equity Impact Assessment, prior to solicitation being posted.
- CM-4603A, MDHHS Request for Proposal (RFP) Equity Impact Assessment Annual Analysis, at the end of each fiscal year.

REFERENCES

Public Act 653 of 2007 (amendment to the Michigan Public Health Code) states that the department shall develop and implement awareness strategies (tool, training, and policy) targeted at health and social service.

[Elliott-Larsen Civil Rights Act \(ELCRA\) 1976.](#)

[White House Executive Order on Advancing Racial Equity and Support for Underserved Communities through the Federal Government](#)

[GSA Actions to Advance Equity and Supplier Diversity in Federal Procurement](#)

CONTACT

For more information contact MDHHS-DEI@michigan.gov